

MVAC MINUTES – OCTOBER 15, 2003

The MVAC meeting was held on October 15, 2003 at the Division of Wildlife. Scott Madsen started the meeting at 9:04 am.

In Attendance: Gene Stroh – DOHE CSU, Michael Stadler – DOHE UNC, Rob Archer – DOAG, Dave Monson – DOC, Beth Ann Wieder – DOT, Mary Anne Kramer – CBI, Cher Threlkeld – DOW, Karen Neuschwanger – DOT, Doug Boettcher – DOT, Stephanie Selt – DOT, Bryan Flansburg – DOHE CU Boulder, Karen Griggs – CSP, Patti Hughes – DOHE CU Boulder, Cora Longrigg – DONR Parks, Mercedes Schwall – DONR Parks, Jim Anderson – DOHE HSC, Russell Wilcox – DOHE UCCS, Patti Torres – DOLE, representing State Fleet – Larry Wegrzyn, Scott Madsen and Terry Sisneros.

Updates

- FY04 Replacements – no replacements as of the September 2003 MVAC meeting. The OSPB is now supporting the replacement of approximately 600 non-general fund vehicles including CSP. The proposal will go forward for JBC approval. If the JBC accepts the proposal, ordering of vehicles will take place in first quarter 2004.
- FY05 Replacements – approximately 300 non-general fund vehicles are proposed for replacement in 05. The vehicle lists for 05 went to the budget people the 2nd week of October. (FY05 replacements are contingent on the FY04 approval)
- Mileage Reduction Update – September 2003 was a huge mileage and maintenance month for Fleet. Mileage year to date is actually up slightly over the same period last year. Scott still anticipates we will see a reduction in mileage year over year, but it will take effort on the part of the departments to achieve the 5% target. September was the most expensive month for maintenance that Fleet has ever experienced.

Operations

- Vehicle Reduction Update – FY03 10% Reduction, as of September 2003, 238 vehicles have been turned in. There are 150 vehicles remaining to be turned in. Call Mike Maestas at 303-866-5481 to schedule turn-ins. These are commitments on the part of the departments, and the vehicles must be turned in.
- It was requested and agreed that SFM send a reminder on the remaining commitments.
- If an agency has changes to the reduction list, let SFM know. These changes may affect the replacement list.
- Over a two-year period SFM is down about 200 vehicles in the Fleet.
- SFM has the FY04 list to submit to the JBC, the attendees of the MVAC decided they would like to have a copy of the list ahead of time to sort through before JBC approval. This will be sent out on a limited distribution to only the primary fleet coordinators in each agency.
- SFM will send an email to Vehicle Coordinators to notify them when items are sent to the OSPB/JBC to give them a heads-up.
- DOR Follow Up – DOR was unable to attend the meeting. They will be attending the November 2003 MVAC meeting.

Web Reports

The Fleet homepage has new changes. Directions regarding the changes are on the login page. You may also get details on the Help page.

- New Reports – Vehicle Budget Report, Work Order, Odometer, Preventive Maintenance and Projected Miles until Loan End.
- Server Speed – the navigation has been changed and the server should be faster.
- A vehicle summary screen will be available in the future.
- CARS Account Request Form – Use this form for new CARS account requests, please fill out the form and submit.
- Future Forms – Vehicle Reassignment, Internal Transfer, Fuel Card Request and Accident forms for both RISK and Revenue.
- Are there any other forms Vehicle Coordinators would like to see on the web? Fuel IT's, Vehicle Addition, Seasonal Request, and Addition with No Replacement form.
- Links – SFM was sending links to the Minutes and Agenda, they will now send a link to the index that shows the list.

Open Discussion

- 15 Passenger Vans – Bryan Flansburg and Dave Monson have talked with a company that makes a stabilizer kit for vans to help prevent rollovers. The product is the Road Master Retrofit Kit. The cost of the product is approximately \$289. It was asked if this could be a specification when ordering vans. SFM can specify Sole source on this product. SFM will send out information on the product.
- CU has mandatory training on 15 passenger vans. Bryan Flansburg said, "The Federal Government is looking at a special license for 15 passenger vans."
- Scott on the NCSFA Conference – The conference turned out well, with great presentations.
- Bryan Flansburg, CU Boulder – There was a tech training company at the NCSFA conference. They do in-house training for techs. The company would like to meet with interested members of the MVAC regarding the program. The MVAC members decided they would like to meet with the company after an MVAC meeting.
- SFM would like to integrate the tracking of emission and physical/mailling addresses in CARS.
- Bryan Flansburg – CU Boulder has opened a Bio Diesel Fuel Station.
- Legislation still ongoing regarding Hybrid vehicle credits.

The meeting was adjourned at 10:40 am. The next meeting will be 9:00 am on November 12, 2003 at The Division of Wildlife, 6060 Broadway, Big Horn Room.

DOR will be attending the November 2003 MVAC meeting. If you would like to have any specific questions or areas covered, please email your request to Terry Sisneros at Fleet, terry.sisneros@state.co.us. They will then be given to DOR and they will try to have an answer at the November meeting. DOR will also be holding a committee meeting following the MVAC meeting. The committee will work on solving DOR issues pertaining to State vehicles. Everyone is invited to attend the committee meeting.